

§301-53.3 May my agency reimburse membership fees in a frequent traveler program?

Yes, if the benefits of membership are expected to exceed the cost of membership.

§301-53.4 How may I use frequent traveler benefits?

You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s).

§301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?

You may use frequent travel benefits earned on official travel to upgrade your transportation class of service when your agency's policies authorize you to upgrade to premium-class other than first-class airline accommodations, solely through redemption of frequent traveler benefits or when the requirements for first-class or premium other than first class airline accommodations are met in accordance with §§301-10.123 and 301-10.124.

§301-53.6 When my agency participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?

No. You must use the travel management program for which your agency is a mandatory user, including contract passenger transportation service when such programs are available.

§301-53.7 How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?

You should establish separate accounts for personal and official use.

§301-53.8 What are my options if I cannot establish separate frequent traveler accounts?

You must be able to account for every credit and debit in your frequent traveler account, and submit an accounting to your agency upon request. The accounting must specify:

(a) The date and amount of all credits you receive for both personal and official travel, including credits (e.g., credits from a travel service vendor credit card).

(b) The date and amount of any debit to your account for both personal and official travel.

§301-53.9 What is my liability for improper use of frequent traveler benefits?

You may be subject to:

(a) Disciplinary action by your agency, which may include repayment of the cost of the ticket; and

(b) Criminal sanctions, including a fine and/or imprisonment.

§301-53.10 Is there any instance when I may make personal use of benefits furnished by a travel service provider?

Yes, you may use benefits (e.g., free meals, check-cashing privileges, or memberships in executive clubs) only if:

(a) The Government can not use the benefit;

(b) To receive the immediate benefit, you do not forfeit a future benefit the Government could use; and

(c) The benefit can not be redeemed for cash value.